

CA-PMM

Project Name: Driver License/Identification/Salesperson Contract

OCIO Project #: 2740-182

Department: Motor Vehicles

Revision Date: 6/5/09

Status Report

Progress Report -- Team Member to Project Manager

Current Task Summary

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

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Issue Number	Description	Due Date	Status

Status Report – Project Manager to Sponsor

Current Status Report

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Section 11.00 was denied	Contract Award and Implementation delay	Awaiting Budget Hearing decision by Legislature
2. Were any key milestones or deliverables rescheduled?	No	Awaiting Budget Hearing decision	Contract Award and Implementation delay	Awaiting Budget Hearing decision by Legislature
3. Was work done that was not planned?	No	N/A	N/A	N/A
4. Were there any changes to scope?	Yes	Legislature decision	Contract Award and Implementation delay	Modify SPR, RFP, Vendor proposal, Section 11
5. Were tasks added that were not originally estimated?	Yes	Section 11.00 was denied	Contract Award and Implementation delay	Awaiting Budget Hearing decision by Legislature
6. Were any tasks or milestones removed?	No	N/A	N/A	N/A
7. Were any scheduled tasks not started?	Yes	Contract Award	Implementation delay	Awaiting Budget Hearing decision by Legislature
8. Are there any new major issues?	Yes	Budget Hearing approval	Contract Award and Implementation delay	Submit new Section 11 for Legislature approval
9. Are there any staffing problems?	Yes	Furlough and vacancies	Potential delay	Recruit resources and fill positions

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Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Delay in Contract Award through implementation	Submit new Section 11 for Legislature approval
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Contract Award through implementation	Special Project Report approval
3. Is there any unplanned work that needs to be done?	No	N/A	N/A
4. Are there any expected or recommended changes to scope?	Yes	Due to a Budget Hearing decision by the Senate, the facial recognition software will be removed from the project resulting in procurement and approval document scope, budget, and schedule changes.	Awaiting Budget Hearing decision by Assembly side of the House
5. Are there any tasks not originally estimated that will need to be added?	Yes	Contract Award	Revisions to RFP, SPR, Section 11 and vendor proposal
6. Are there any tasks or milestones that should be removed from the plan?	No	N/A	N/A
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	Contract Award through implementation	Submit new Section 11 for Legislature approval
8. Are any major new issues foreseeable?	No	N/A	N/A
9. Are any staffing problems anticipated?	Yes	Continued furlough and reduced staff and competing resources.	Stringent monitoring and approval of requests for leave time. Closely

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Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Senate sub-committee budget made recommendations to remove facial recognition component from DL/ID card contract. Preliminary assessment conducted on documents needing revisions.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Contract Award	1/15/09	2/27/09	Delayed	Section 11.00 was denied which will delay implementation	N/A
Initiate Project	1/16/09	3/2/09	Delayed	Section 11.00 was denied which will delay implementation	N/A
Compile/Document Business Requirements	2/20/09	3/27/09	Delayed	Section 11.00 was denied which will delay implementation	N/A

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Schedule re-evaluated and updated upon Legislature decision
Milestones			X	Schedule re-evaluated and updated upon Legislature decision
Deliverables			X	Schedule re-evaluated and updated upon Legislature decision
Resources		X		Recruitment in process
OneTime Cost	X			N/A
Continuing Cost	X			N/A

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Status Reports – Sponsor to Steering Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
Contract Award	1/15/09	2/27/09	Delayed	Section 11.00 was denied which will delay implementation	N/A
Initiate Project	1/16/09	3/2/09	Delayed	Section 11.00 was denied which will delay implementation	N/A
Compile/Document Business Requirements	2/20/09	3/27/09	Delayed	Section 11.00 was denied which will delay implementation	N/A

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule		X		Schedule re-evaluated and updated upon Legislature decision
Milestones			X	Schedule re-evaluated and updated upon Legislature decision
Deliverables			X	Schedule re-evaluated and updated upon Legislature decision
Resources		X		Recruitment in process
One Time Cost	X			N/A
Continuing Cost	X			N/A

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Monitoring Vital Signs Scorecard

Vital Sign	Variance	Value	Your Score
1. Customer Buy-In	High Degree of Buy-In	0	1
	Medium Degree of Buy-In	1	
	Low Degree of Buy-In	2	
2. Technology Viability	Strong Viability	0	0
	Medium Viability	1	
	Weak Viability	2	
3. Status of the Critical Path (delay)	<5%	0	2
	5% to 10%	1	
	>10%	2	
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0
	5% to 10%	1	
	>10%	2	
5. High-Probability, High-Impact Risks	0 to 3	0	1
	4 to 6	1	
	>6	2	
6. Unresolved Issues (on time resolution)	On time	0	1
	Late with no impact	1	
	Late impacting the critical path	2	
7. Sponsorship Commitment	Fully engaged	0	0
	Partially engaged	1	
	Inadequate engagement	2	
8. Strategy Alignment	Strong alignment	0	0
	Partial alignment	1	
	Weak or no alignment	2	
9. Value-to-Business	Strong	0	0
	Medium	1	
	Weak	2	

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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0
	Medium	1	
	Weak	2	
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2
	80-90% on time	1	
	<80% on time	2	
13. Actual vs. Planned Resources	>90% assigned and available	0	0
	80-90% assigned and available	1	
	<80% assigned and available	2	
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0
	15-25%	1	
	>25%	2	
15. Team Effectiveness	Highly Effective	0	0
	Moderately Effective	1	
	Ineffective	2	
Total			9

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

A vast majority of the States use the vendor to produce their driver license and identification cards.